

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PRINCIPAL ACCOUNT CLERK-TYPIST**

Jurisdictional Class: **Competitive**
Date Adopted: **March 18, 1968**
Date Revised: **9/14/87; 10/9/90; 6/18/99; 8/16/01; 3/6/07**
Jurisdictions: **All**
Union Status: **CSEA**
Pay Grade: **10**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions electronically, on hard copy or both. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, assigns and reviews the maintaining and checking of a wide variety of financial records, reports, and instructs employees in specialized details of the work;
Oversees and assists in preparing and keyboarding complex accounting and financial statements, payrolls, statistical tabulations and data, form letter, memoranda, vouchers, reports, bids, budget drafts, requisitions, purchase orders and other business records;
Oversees and assists in the classification of a complex variety of receipts and expenditures, and the distribution of costs according to prescribed codes;
Is responsible for receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;
Reconciles ledgers of revenue received with bank statements;
Compiles, prepares, analyzes and maintains a variety of complex financial and statistical data, records and reports;
Supervises and reviews the checking of complex account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Supervises or conducts correspondence in connection with financial matters;
May handles complaints and suggests solution to problems with assistance from higher-level staff and/or Department Head;
May assist with revisions, systematizes and installs account keeping methods and procedures;
Assists and ensures the maintenance of necessary financial controls;
Operates a computer, calculator, check writing machine, copier, fax, and other office equipment as required;
May supervise and/or assist with the preparation of purchase orders and the securing of bids from vendors;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software; Thorough knowledge of modern office terminology, procedures, equipment and business English; Ability to plan and supervise the work

Last Reviewed: n/a
Last Updated: 9/14/87; 10/9/90; 6/18/99; 8/16/01; 3/6/07
Reviewed By: n/a
Last Reallocated: n/a

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of others; Ability to make complex arithmetic computations involving fractions, decimals and percentages accurately; Ability to analyze and organize complex data and prepare records and reports; Ability to understand and interpret complex oral instructions and/or written directions; Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases; Ability to perform close, detail work involving considerable visual effort and concentration; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either:

- (A) Associate degree from a regionally accredited or New York State registered college with 15 credit hours in accounting **AND** two (2) years of clerical experience which shall have involved maintaining or checking financial accounts or records and the operation of a computer keyboard and utilize common office software programs including word processing, spreadsheet and databases, one (1) year of which shall have been in a supervisory capacity, **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical experience which shall have involved maintaining or checking financial accounts or records and the operation of a computer keyboard and utilize common office software programs including word processing, spreadsheet and databases, one (1) year of which shall have been in a supervisory capacity, **OR**
- (C) Six (6) years of clerical experience which shall have involved maintaining or checking financial accounts or records and the operation of a computer keyboard and utilize common office software programs including word processing, spreadsheet and databases, one (1) year of which shall have been in a supervisory capacity, **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.